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Pre-Bid Conference Summary

The following is a summary of items discussed at the Pre-Bid Conference held on Tuesday, July 17, 2018.

This summary is intended to be a general record of the meeting and *does not* constitute an amendment to the Invitation for Bids (IFB).

- **Introduction:** The meeting opened at 10:05 a.m. Abdullah Unseri from the Maryland Department of Housing and Community Development (DHCD) presided. Seven (7) representatives from five (5) unique vendors attended.

- **Overview:** Mr. Unseri went over key information of the solicitation:

Solicitation Number: S00R8400011
Title: Eviction Services
Issue Date: June 27, 2018
Due Date: July 31, 2018 at 2:00 p.m.
Question Deadline: July 24, 2018 at 12:00 p.m.
SBR Designation: Yes

- **Page 11, Section 1.24 - Mandatory Contractual Terms:** Mr. Unseri called attention to this section of the RFP and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a proposal being rejected.

- By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this IFB and the Contract, attached herein as Attachment A. Any exceptions to this IFB or the Contract must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form or Contract, made by the Bidder may result in Bid rejection

- **Page 17, Section 2 - Minimum Qualifications:** Mr. Unseri explained that a factor that can automatically render a bid not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications.

- The Bidder must provide proof with its Bid that the following Minimum Qualifications have been met:

- A. Experience: The Offeror shall have five (5) years of experience providing eviction services on single family homes that have been foreclosed with at least a minimum of 10 evictions per year for the last five (5) years. The Offeror shall provide eviction services in accordance with the task described in the scope of work. Proof of required experience shall be provided in writing with the information for each eviction:

1. Client name, email address and telephone number of the client/owner of the property for which eviction service were performed
2. Address of the evicted properties.
3. Date of eviction services.

- **Pages 18, Section 3 – Contractor Requirements: Scope of Work:** Mr. Unseri introduced the Contract Monitor, John Enright to speak in regards to the Scope of Work.

3.2 Scope of Work - Requirements

The Contractor shall provide, for each property assigned, services that include performance of the following tasks:

- 1) All evictions are scheduled by DHCD's attorney. When the eviction is scheduled, DHCD's representative will notify the eviction company.
- 2) Once the eviction has been scheduled, the Contractor will provide the number of movers (the Crew) requested by the Sheriff.
- 3) The Contractor's Crew shall meet the Sheriff at the property with the appropriate amount of trash bags and tools needed to pack and remove all loose items.
- 4) Contractor will remove all loose/removable items in foreclosed property that is owned by DHCD/State of Maryland.
- 5) Contractor will bring trash bags, tools, materials, and supplies necessary to pack the removed/loose material in a timely and efficient manner.
- 6) Contractor will pack, bag and remove the personal property from the unit.
- 7) Contractor will place all items outside on the curb of the property unless otherwise instructed by the DHCD's representative.
- 8) Contractor will provide a locksmith at the Contractor's expense to force entry (if necessary) and to change all the entry locks once the Crew has removed all items from the house.
- 9) If there are occupants still in the house when the Crew arrives, they will be removed by the Sheriff.
- 10) The Contractor will respect all regulations applicable in the jurisdiction.

- **Page 23, Section 4 – Bid Format:** Mr. Unseri pointed out that it is important to read and following the instructions as per Section 4 of the IFB.
- **Previous Contract:** DHCD-17-07 - Eviction Services
Dantli Corp., Laurel MD

S00R8400011 – Eviction Services
Pre-Bid Conference Summary

Term: 09/19/2017 – 09/18/2018

Amount: \$25,000.00 NTE

- **Anticipated New Contract Start Date:** October 1, 2018.
- **Vendor Questions and Comments:** Questions were asked and addressed and will be posted via a separate document. Questions may be submitted up to 12:00 p.m. on Tuesday, July 24, 2018.
- **Adjournment:** The meeting closed at 10:25 a.m. All vendor attendees signed in.

3.2.1.12 Assist DHCD in any appeal, with HUD, resulting from findings by the HUD REAC inspection that differs significantly from the Contractor's inspection.

3.2.1.13 Must maintain a copy of the inspection in the DCD for 12 months after accepted by HUD.

- **Page 26, Section 4 – Bid Format:** Mr. Unseri pointed out that it is important to read and following the instructions as per Section 4 of the IFB.
- **Previous Contract:** None
- **Anticipated New Contract Start Date:** November 1, 2018.
- **Vendor Questions and Comments:** Questions were asked and addressed and will be posted via a separate document. Questions may be submitted up to 12:00 p.m. on Wednesday, July 18, 2018.
- **Adjournment:** The meeting closed at 2:00 p.m. All vendor attendees signed in.